



Yealink Meeting Server Quick Start Guide-for User

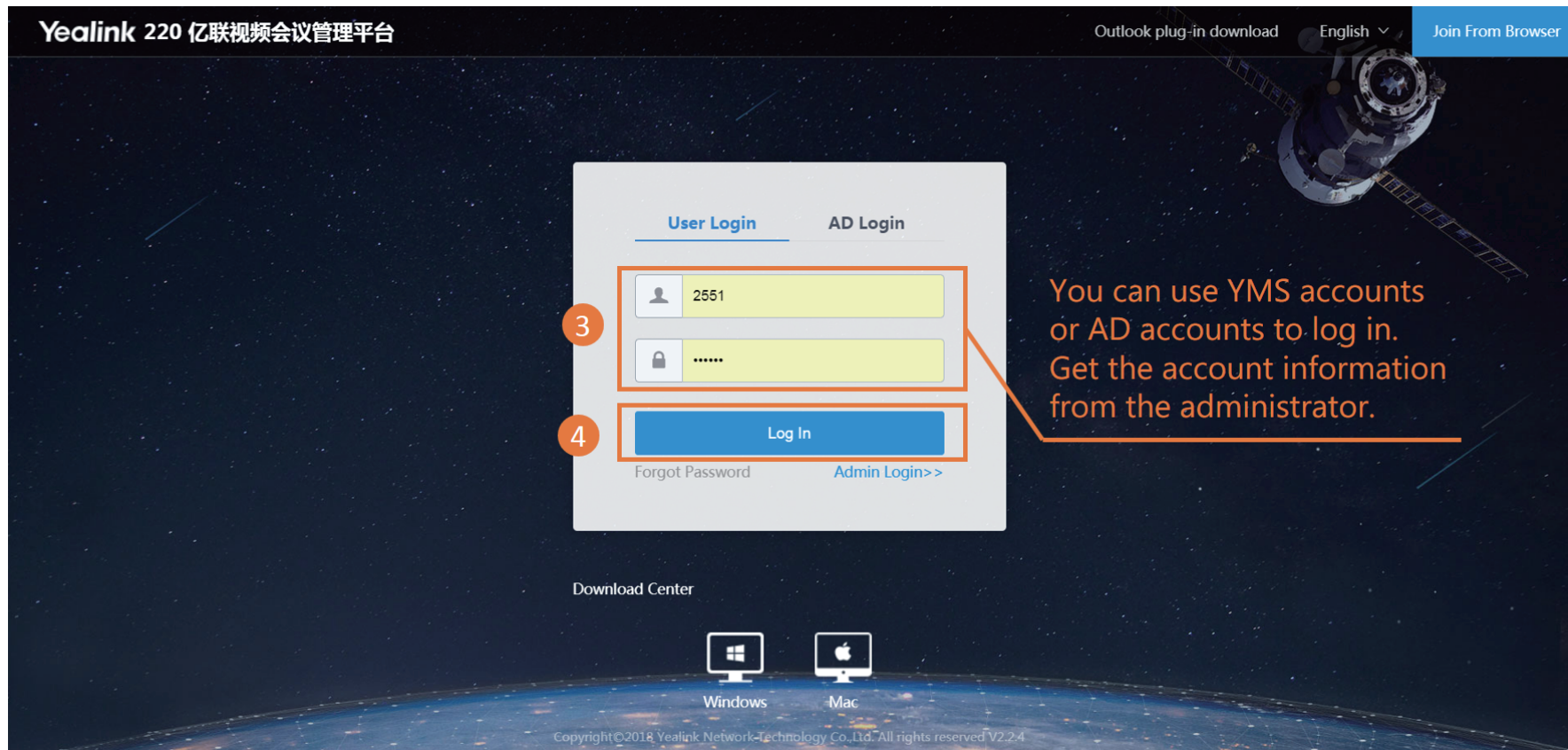
Applies to Version 21.0.0.10 or later

Introduction

The users can read this guide to schedule conferences, join conferences, and control conferences.

Logging into YMS

1. Open a web browser.
2. Enter the domain name or the IP address of YMS in the address bar to go to the Login page of YMS.
Follow the steps in the picture below to log in.



Scheduling Conferences

The participants can receive the conference invitation emails, they can also receive the conference notification on their VCS, SIP-T49G, Yealink VC Mobile&Desktop and so on.

The interface shows a sidebar with navigation options: 'Schedule Meeting Room' (blue), 'Schedule Video Conference' (green, highlighted with callout 1), and 'Conference Management' (purple, also with callout 1). The main area displays 'Recent Meetings' with a card for '01/02 Today' at '16:00-16:30' titled 'Mary's video conference'. Below this is a configuration form for a video conference. Callout 2 points to the 'Mode' selection (Discussion selected, Training unselected). Callout 3 points to the 'Recording Privilege' section (Organizer & Moderator selected). Callout 4 points to the 'Advanced Option' checkbox. The form includes fields for Subject, Location, a calendar grid, Time, Participants (with an 'Add' button), and a Description field. At the bottom are 'OK' and 'Reset' buttons.

1

Schedule Meeting Room

Schedule Video Conference

Recent Meetings More >>

01/02 Today 16:00-16:30 Mary's video conference

1

Conference Management

2 Select the desired mode.

Mode : Discussion Training

* Subject : cyy2551's video conference

Location : 221\ Select meeting room Collapse

2019-03-27 3:00 08:30 09:00 09:30 10:00 10:30 11:00 11:30 12:00 12:30 13:00 13:30 14:00 14:30 15:00 15:30 16:00 16:30 17:00 17:30 18:00 18:30

* Time : 2019-03-27 20:30 to 2019-03-27 21:00 Recurrence (UTC+08:00) Beijing, Chongqing, Hong Kong, Urumqi

Participants : Click the participants' icon can change their roles Moderator Guests

cyy2551 (2551) + Add

3 Specify the desired participant who can record the conference.

* Recording Privilege : Organizer only Organizer & Moderator Organizer & Moderator & Guests

Description :

4

Advanced Option

OK Reset

Optional: configure the advanced settings.

Joining Conferences

Do one of the following:

- Join conferences by logging into YMS accounts on Yealink devices.
 - 💡 The supported devices are: PVT950/PVT980, VC880/VC800/VC500/VC400/VC200/VC120/VC110, CP960 conference phone, SIP-T49G/SIP-T58V/VP59 phone, and Yealink VC Mobile&Desktop.
- Join conferences via the YMS web app.

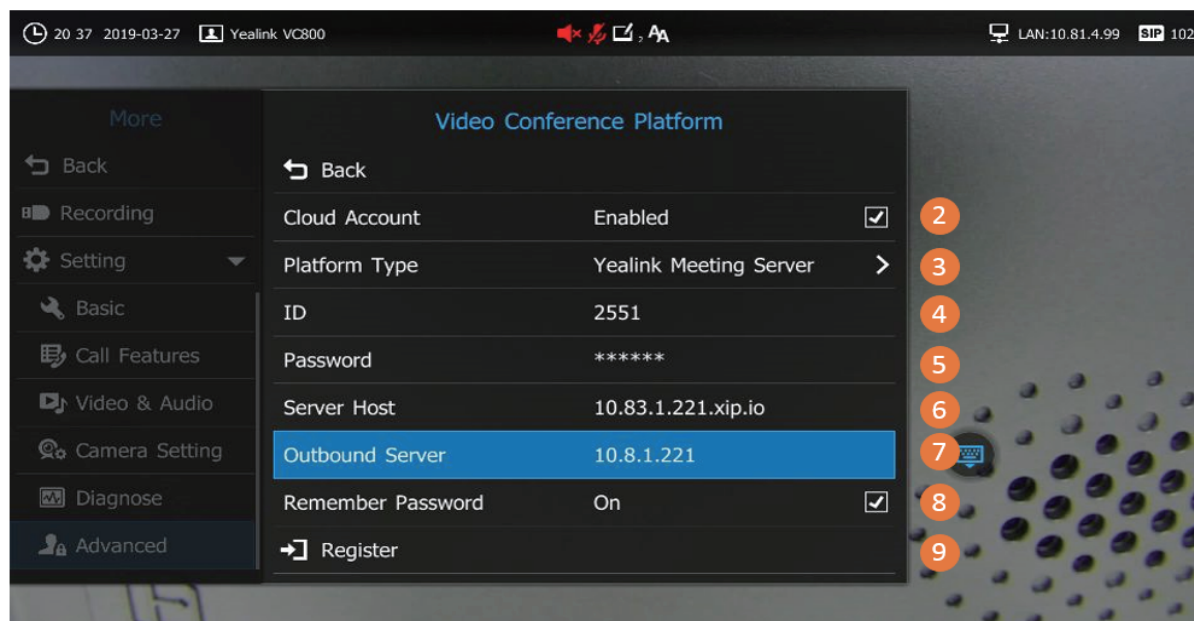
VCS

Take the VC800 videoconferencing system as an example, you can follow the steps below to join the confernece.

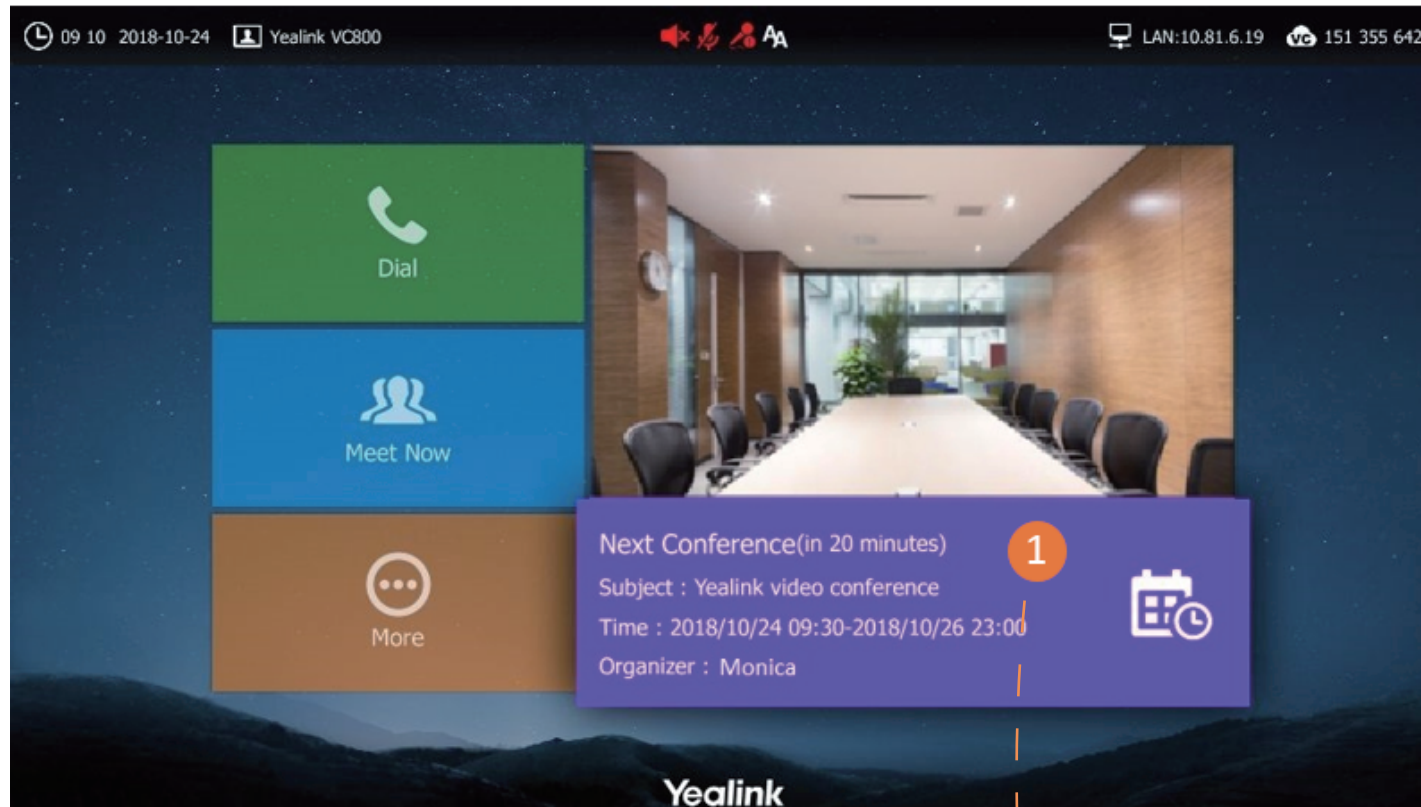
Logging into YMS

1. On your remote control, navigate to **More->Setting->Advanced** (the default password is admin)->**Video Conference Platform**.

Follow the steps in the picture below to log in.



Joining the Conference from the Schedule



Yealink video conference
Today 10:00-10:30
Organizer : 2550

2668的视频会议-主席模式
Today 10:00-22:30
Organizer : 2668


2668的视频会议-讨论模式
Today 10:00-20:45
Organizer : 2668


Organizer
2550

Conference ID
151 357 6347

Conference Password
916132

Remark
(None)



2  Join

LAN:10.81.6.19 VC 151 355 642

Conference Participant

- asd
- Sunny
- 2559
- 2549
- 2558
- 2888
- 2889
- 李红

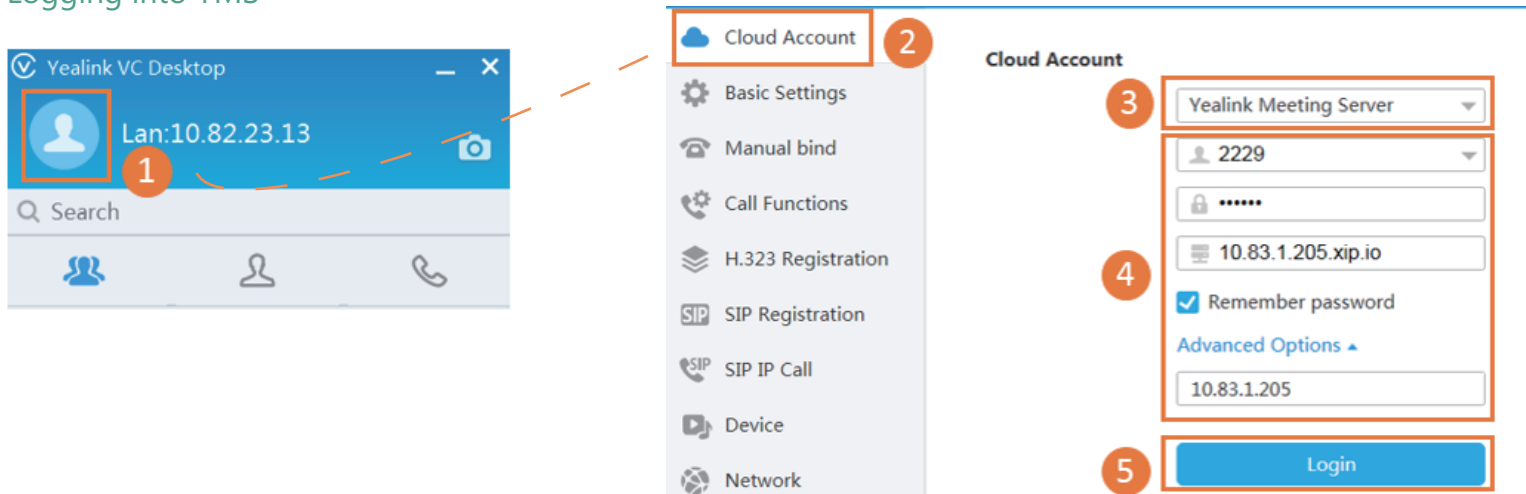
Previous Page

Next Page

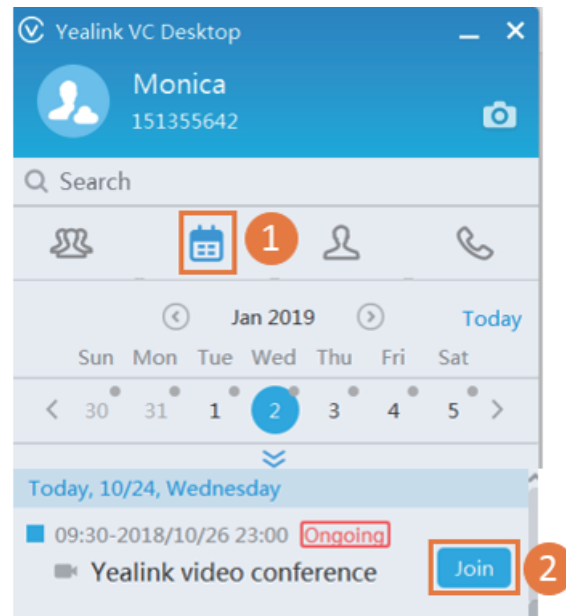
VC Desktop & VC Mobile

Take the Yealink VC Desktop for Windows as an example, you can join the conference by the following steps.

Logging into YMS




Joining the Conference from the Calendar



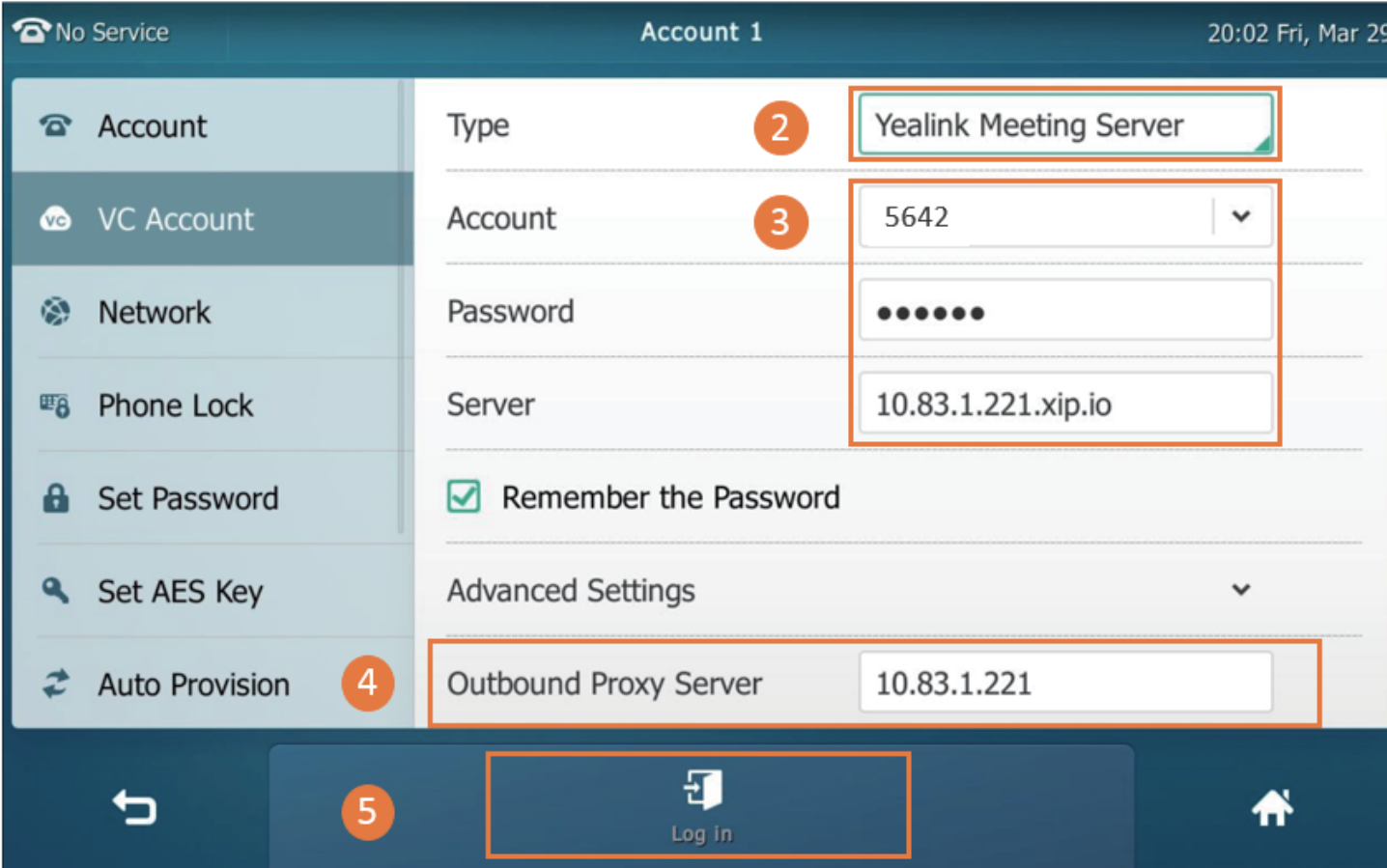
SIP VP-T49G Phone

You can join the conference by the following steps.

Logging into YMS

1. Click  -> **Advanced** (the default password is admin)-> **VC Account**.

Follow the steps in the picture below to log in.

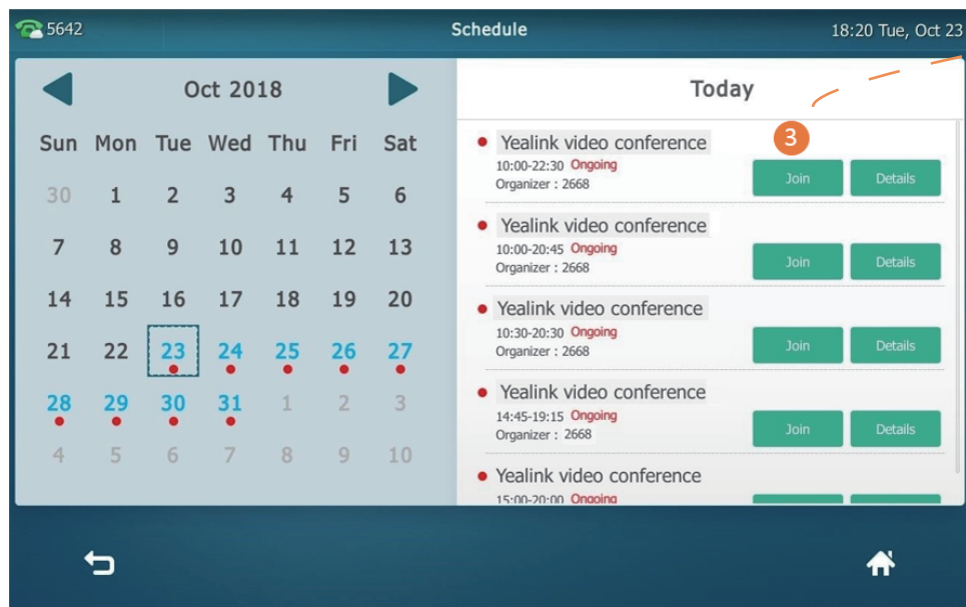
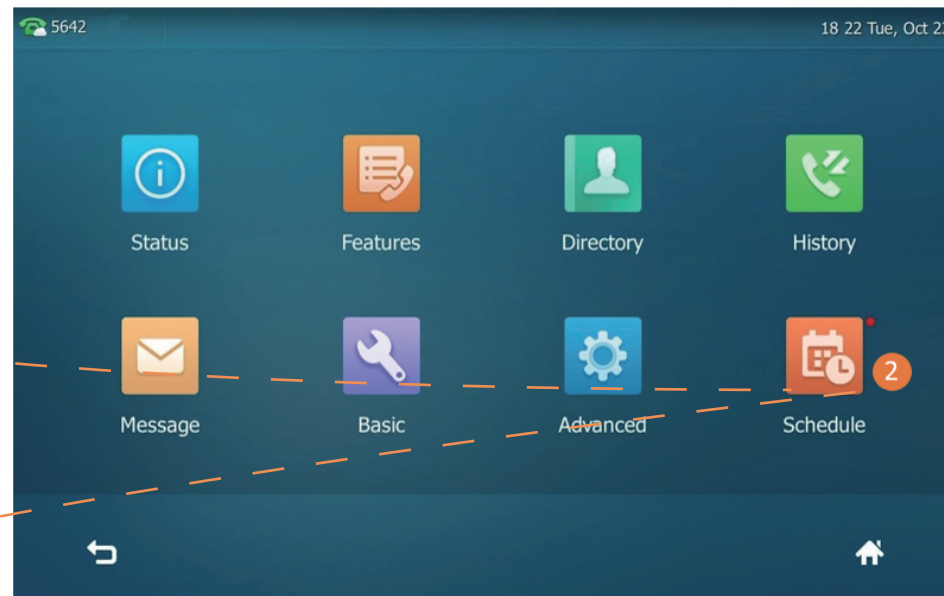


The screenshot displays the settings for 'Account 1' on a SIP VP-T49G phone. The interface includes a top status bar with 'No Service', 'Account 1', and the time '20:02 Fri, Mar 29'. A left sidebar contains menu items: Account, VC Account, Network, Phone Lock, Set Password, Set AES Key, and Auto Provision. The main area shows configuration for the 'VC Account' with the following fields:

- Type: Yealink Meeting Server (Step 2)
- Account: 5642 (Step 3)
- Password: [masked]
- Server: 10.83.1.221.xip.io
- Remember the Password:
- Advanced Settings: [expanded]
- Outbound Proxy Server: 10.83.1.221 (Step 4)

At the bottom, there is a navigation bar with a back arrow, a 'Log In' button (Step 5), and a home icon.

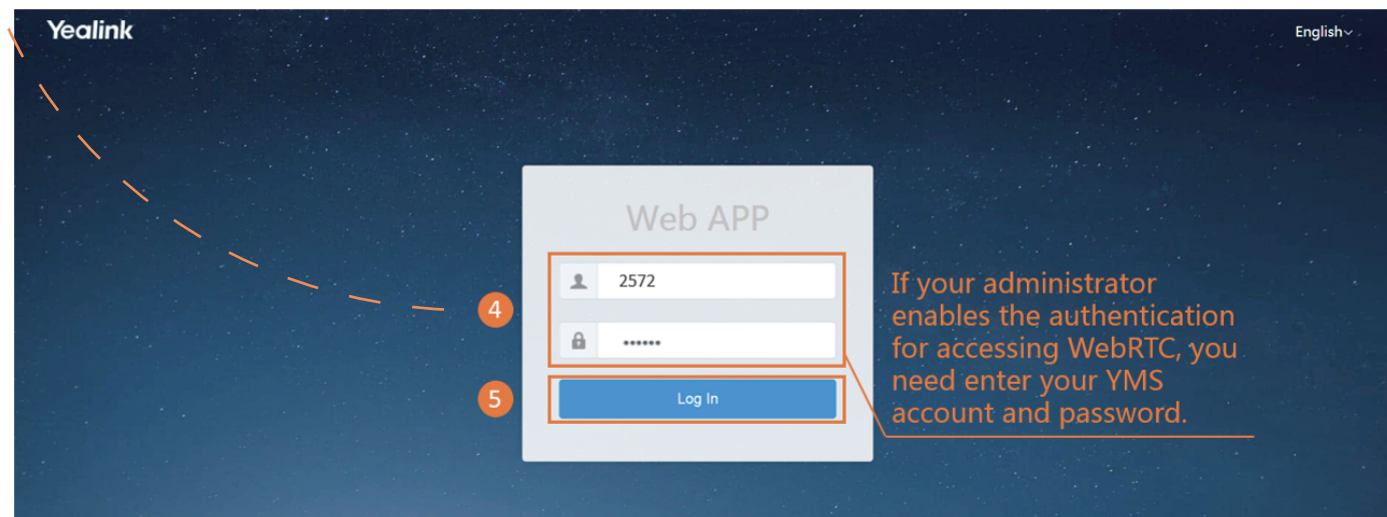
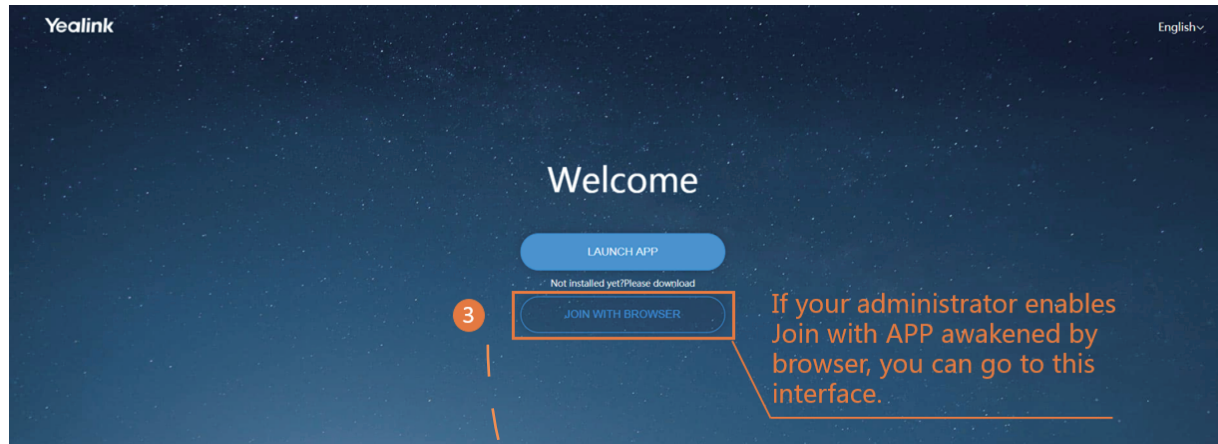
Joining the Conference from the Schedule

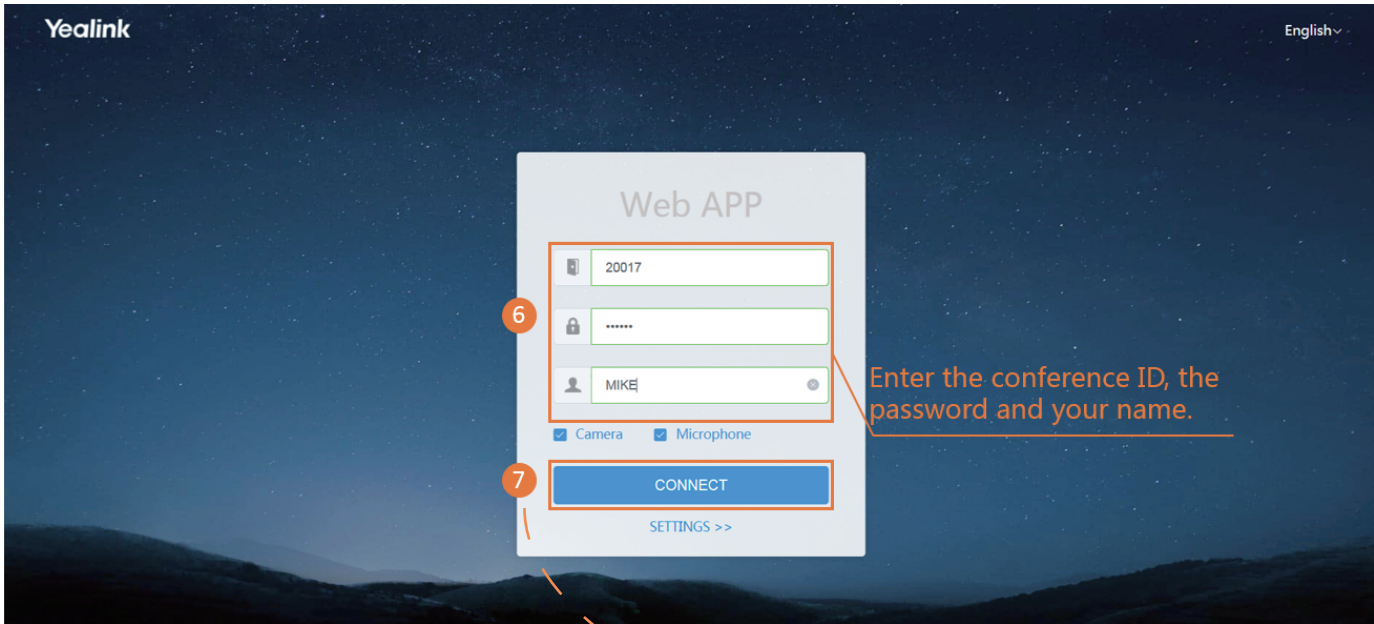


YMS Web App

💡 The supported browsers are: Google Chrome version 52 or later, Firefox version 52 or later, and 360 version 9.1 or later.

1. Open a web browser.
2. Enter https://YMS IP address/meeting/join/#/login in the address bar to visit the Home page of YMS web app.
Follow the steps in the picture below to join the conference.





Enter the conference ID, the password and your name.

Video and Audio Preview

Camera

No video device detected



Microphone

No audio device detected

Sound test

Audio Output

default07f3d8914b7d4b54015ccfd8dc...

Play test sound

Don't show me these options again

CANCEL

JOIN



8

Controlling Video Conferences

Controlling Conferences

If you have the ongoing or upcoming conferences, you can follow the steps in the picture below to control the conferences.

The screenshot displays a user interface for managing video conferences. On the left, there are four main navigation tiles: 'Schedule Meeting Room' (blue), 'Schedule Video Conference' (green), 'Conference Management' (purple, highlighted with a red border and a red '1' in a circle), and 'Join The Meeting' (dark blue). To the right is a 'Recent Meetings' section with a 'More>>' link. It shows a meeting for '01/02 Today' from '16:00-16:30' titled 'Mary's video conference'. Below these is a table with filters for 'Ongoing (0)', 'Scheduled (1)', and 'VMR (0)', and a search bar. The table lists the meeting details and includes an 'Operation' column with a red '2' in a circle and icons for edit and delete.

Subject	Type	Mode	Conference ID	Password	Organizer	Start Time	End Time	Operation
Mary's video conference	Scheduled	Discussion	2900469669	037406	Mary	2019/01/02 20:00:00	2019/01/02 22:10:00	2  

Controlling Conferences

If you are the moderator in the conferences, you can control the conferences. The details are described as below.

Enable recording
Enable the RTMP live
Invite participants

Call participants (only in training mode)
Make the roll call
Send messages

The screenshot shows a video conference control interface. At the top, there is a toolbar with icons for Record, Live, Invite, Fast Call, Roll Call, Message, and Call Statistics. Below the toolbar is a status bar showing 'Start in: 00:06:25' and an 'End' button. The main interface is divided into several sections:

- Participants List:** A table with columns for 'Participants', 'Group', and 'Operation'. It lists two participants: '10.81.4.99' and 'MIKE'. An annotation points to this section: "Manage the participants in the Participants List."
- Global Operation:** A section with buttons for Mute/Unmute and Lock/Unlock. Annotations point to these buttons: "Mute/unmute all the participants." and "Lock/unlock the conference."
- Select layout:** A section with options for 'Equal NxN', '1+N', and 'Selected Speaker'. It also includes settings for 'onePlusN', 'Video carousel', 'Largest pane display presentation', and 'Set a speaker'. An annotation points to this section: "Adjust the layout (only in training mode)".

Search

Participants List

Participants	Group	Operation
<input type="checkbox"/> 10.81.4.99 h323:10.81.4.99	Third Party	Microphone, Video, Fast Call, ...
<input type="checkbox"/> MIKE Web APP	Third Party	Microphone, Mute, Fast Call, ...

Global Operation

Mute/Unmute

Lock/Unlock

Total 2 20/page < 1 > Go to 1 Pages

Select layout :

Equal NxN 1+N Selected Speaker

onePlusN : 1+7
Max number of small videos displayed in onePlusN layout

Video carousel : ON
When the number of small videos exceed the maximum, every 30 seconds polling once
1 videos switch (Only one small video switches per cycle)
Full screen switches (All videos switch per cycle)

Largest pane display presentation : OFF

Set a speaker : OFF

Adjust the layout (only in training mode)

Enabling RTMP Live

Click **Live** on the Conference Control page, and you can share the link with others, so they can watch the live broadcast of the conference.

Live

Live broadcast

00:00:03

Scan QR code to watch live broadcast :



Or click the link below to watch

<https://yms20.yealink.com/livestream?planId=65342dd923de4cc190f177d0b9620f08&enterId=f4a4a4ee02ac4bb8875bbd08e03d4de0>

Options

Definition :

HD SD

Video options :

Receive video and content

1

Save

Close

Monica's Conference

Share to : Copy link

Event details

Monica's Conference
© 18/10/24 11:30 - 18/10/24 19:30

Moderator : 2549
Details :

More Information

For more information about YMS, visit <https://www.yealink.com.cn/>.